

National School Lunch Program (NSLP) Coordinated Review Effort (CRE)
Administrative Review

**SITE DAILY MEAL COUNT EDIT CHECK
WORK SHEET**
(completed monthly)

DISTRICT or AGENCY NAME (Enter District/Agency name before duplicating form)	
SITE:	CLAIM MONTH and YEAR:
<p>A. PAID MEAL ELIGIBLE (calculation)</p> <p><i>Total enrolled [MINUS] [those approved eligible for reduced-price meals plus those approved for free meals]</i></p> <p style="text-align: right;"><i>for current month</i> _____</p> <p style="text-align: right;">(Multiplied by the Attendance Factor*) x _____ %</p> <p style="text-align: right;">= _____</p> <p style="text-align: right;"><i>(Attendance-Adjusted Eligible)</i></p>	
<p>B. REDUCED-PRICE ELIGIBLE (calculation)</p> <p><i>Number approved eligible for reduced-price meals for current month</i> _____</p> <p style="text-align: right;">(Multiplied by the Attendance Factor*) x _____ %</p> <p style="text-align: right;">= _____</p> <p style="text-align: right;"><i>(Attendance-Adjusted Eligible)</i></p>	
<p>C. FREE MEAL ELIGIBLE (calculation)</p> <p><i>Number approved eligible for free meals for current month</i> _____</p> <p style="text-align: right;">(Multiplied by the Attendance Factor*) x _____ %</p> <p style="text-align: right;">= _____</p> <p style="text-align: right;"><i>(Attendance-Adjusted Eligible)</i></p>	
<p>Compare (by category) this site's daily meal counts to the above <i>Attendance-Enrolled Eligible</i> figures for this month and check the appropriate statement below:</p> <p>_____ Daily meal counts DO NOT exceed the <i>Attendance-Adjusted Eligible</i> figures above in any meal eligibility category on any day during this month.</p> <p>_____ Daily meal counts EXCEED the attendance-adjusted eligible figures above, in one or more categories, on the following dates (identify category next to each date):</p> <p style="text-align: center;">The meal counts for those dates have been rechecked for accuracy and it has been determined they exceed the above numbers eligible by category, for the following reasons(s):</p> <p>*The 2002-03 national Attendance Factor (AF) is 93.5%. As an effective management tool, the actual site or agency-wide AF may be used in steps A, B, and C.</p>	
EVALUATOR'S SIGNATURE:	DATE: